INCIDENT MANAGEMENT TEAM

DESCRIPTION	An Incident Management Team (IMT) provides incident management or support during incidents or events that exceed a jurisdiction's or agency's capability or capacity. Teams may include members of local, state, tribal, territorial, and Federal entities; Nongovernmental Organizations (NGO); and private sector organizations. Teams encompass various agencies and jurisdictions.
RESOURCE CATEGORY	Incident Management
RESOURCE KIND	Team
OVERALL FUNCTION	The IMT: 1. Deploys to manage emergency responses, incidents, or planned events requiring a higher capability or capacity level than the requesting jurisdiction or organization can provide 2. Assists with incident management activities during all-hazards events, including natural and human-caused events, as well as planned events 3. Assumes management of the incident for the requesting jurisdiction or agency, or supports a local Incident Commander (IC) or Unified Command and its IMT in managing an incident or event 4. Directs and tracks tactical resources that the Authority Having Jurisdiction (AHJ) and other supporting organizations provide 5. Performs Command, Operations, Planning, Logistics, Finance/Administration, Safety, Public Information, and Liaison functions, as the incident requires 6. Coordinates with Emergency Operations Center (EOC) personnel, AHJ, and Agency Administrators regarding incident management objectives and support 7. Typically supports incident management activities of a corresponding incident complexity; for example, a Type 2 IMT typically supports a Type 2 incident 8. Has short- and long-team configurations; long-team configurations include additional positions and capabilities to meet an incident's needs based on results of a complexity analysis

COMPOSITION AND ORDERING SPECIFICATIONS	1. Discuss logistics for deploying this team, such as working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment 2. Discuss available facilities for establishing an Incident Command Post (ICP), including their proximity to the incident 3. Discuss team relief or replacement, as well as team member overlap to allow for smooth operational transition 4. Discuss the need for specialty capabilities, such as effective response to hazardous materials, law enforcement events, structural fire, or wildland fire 5. Discuss staffing and equipment needs based on the complexity of the incident, such as the need for deputies and assistants or the need to provide 24-hour coverage 6. Requestor conducts an incident complexity analysis and discusses the results with the provider to identify necessary levels of support; typical incident complexity factors include: a. Threat to life, property, and the environment b. Extent or severity of damage or harm c. Need for 24-hour staffing d. Length of expected deployment periods e. Impact to the population f. Geographic extent of the incident g. Organizational complexity and number of jurisdictions involved h. Availability of resources I. Political, social, and economic sensitivities j. Level of public and media attention 7. Requestor and provider discuss IMT responsibilities and authority throughout the incident 8. An IMT working outside of its sponsoring entity's authority may need authorization from the requesting jurisdiction or agency, such as a Delegation of Authority, Financial Spending Authority, Letter of Direction, or Mission Assignment 9. Requestor and provider discuss existing incident command structures and other coordinating entities, such as Federal, state, tribal, territorial, and local governments; EOC; Multiagency Coordination (MAC) Groups; and Joint Information Systems (JIS) 10. As an incident grows geographically and in number of jurisdictions, the IMT should ensure that appropriate authorizations are in place, such as a Delegation of Authority from a regional or state entity 11. An all-hazards IMT may be a multidisciplinary group representing law enforcement, public health and medicine, fire, EMS, urban search and rescue, and other fields 12. Requestors should consider ordering the closest available resource to manage expanding incidents until a more qualified and capable resource is available 13. Team may also provide a transition from the response to recovery phase 14. Requestor and provider discuss tactical capabilities available through the AHJ, such as hazardous materials response or technical rescue teams, and order these resources separately if not available 15. Requestor and provider discuss the need for additional personnel or capabilities, such as Geographic Information Systems Specialists or Analysts, staging area managers, fatality management personnel, or other technical specialists 16. Requestor and provider discuss the need to include trainees on the team 17. Requestor and provider discuss the process and expectations for documentation; ordering, tracking, and managing resources; tracking and managing personnel hours; ensuring adequate personnel accountability; ensuring personnel safety and welfare; managing contracts and Memorandums of Understanding (MOU); and managing communications processes and equipment

Each type of resource builds on the qualifications of the type below it. For example, Type 1 qualifications include the qualifications in Type 2, plus an increase in capability. Type 1 is the highest qualification level.

COMPONENT	TYPE 1	TYPE 2	TYPE 3	NOTES
MINIMUM PERSONNEL PER TEAM	Same as Type 2	15	12	1. These team members represent minimum personnel for short-team configurations and do not include trainees or technical specialists. 2. For Type 1 and Type 2 teams, short-team configurations typically include 26 personnel and long-team configurations typically include 44 personnel.
MANAGEMENT AND OVERSIGHT PERSONNEL PER TEAM	1 - National Incident Management System (NIMS) Type 1 Incident Commander	1 - NIMS Type 2 Incident Commander	1 - NIMS Type 3 Incident Commander	An additional IC (Type 1, 2, or 3) may fill the role of deputy IC if the IC or requesting jurisdiction or entity requests it.

COMPONENT	TYPE 1	TYPE 2	TYPE 3	NOTES
SUPPORT PERSONNEL PER TEAM	1 - NIMS Type 1 Public Information Officer 1 - NIMS Type 1 Safety Officer 1 - NIMS Type 1 Liaison Officer 2 - NIMS Type 1 Operations Section Chief 1 - NIMS Type 1 Planning Section Chief 1 - NIMS Type 1 Logistics Section Chief 1 - NIMS Type 1 Finance/Administration Section Chief 1 - NIMS Type 1 Air Operations Branch Director 1 - NIMS Type 1 Communications Unit Leader 1 - NIMS Type 1 Situation Unit Leader 1 - NIMS Type 1 Resources Unit Leader 1 - NIMS Type 1 Geographic Information Systems Specialist 1 - Computer technical specialist	1 - NIMS Type 2 Public Information Officer 1 - NIMS Type 2 Safety Officer 1 - NIMS Type 2 Liaison Officer 2 - NIMS Type 2 Operations Section Chief 1 - NIMS Type 2 Planning Section Chief 1 - NIMS Type 2 Logistics Section Chief 1 - NIMS Type 2 Finance/Administration Section Chief 1 - NIMS Type 1 Air Operations Branch Director 1 - NIMS Type 2 Communications Unit Leader 1 - NIMS Type 1 Situation Unit Leader 1 - NIMS Type 1 Resources Unit Leader 1 - NIMS Type 1 Geographic Information Systems Specialist 1 - Computer technical specialist	1 - NIMS Type 3 Public Information Officer 1 - NIMS Type 3 Safety Officer 1 - NIMS Type 3 Liaison Officer 2 - NIMS Type 3 Operations Section Chief 1 - NIMS Type 3 Planning Section Chief 1 - NIMS Type 3 Logistics Section Chief 1 - NIMS Type 3 Finance/Administration Section Chief 1 - NIMS Type 3 Communications Unit Leader 1 - NIMS Type 1 Situation Unit Leader 1 - NIMS Type 1 Resources Unit Leader	1. IMT types and capabilities are tied to incident complexity. 2. An IMT of different complexity Type may manage or support the incident until an appropriately Typed IMT can deploy. 3. Command and general staff type should match the IMT type, though subordinate positions, such as Unit Leaders, are not tied to incident complexity and may be of a single type. 4. Personnel meet the minimum qualifications indicated in the appropriate position qualifications system, such as the National Qualifications System (NQS). Position typing schemes may vary depending on the qualifications system the AHJ uses. 5. Type 4 teams composed of 7 to 10 command and general staff positions may exist for local or regional incident management but are not a NIMS typed resource. 6. Teams include two or more Operations Section Chiefs, who may serve as deputy, as Operations Section Chief for different operational periods, or as planning assistant. 7. Long-team configurations typically include additional positions, such as Service Branch Director, Support Branch Director, Facilities Unit Leader, Supply Unit Leader, Food Unit Leader, Medical Unit Leader, Ground Support Unit Leader, Ordering Manager, Communications Technician, Communications Center Manager, Documentation Unit Leader, Demobilization Unit Leader Geographic Information Systems Specialist, two Division/Group Supervisors, Air Tactical Group Supervisor, Air Support Group (Continued)

COMPONENT	TYPE 1	TYPE 2	TYPE 3	NOTES
SUPPORT PERSONNEL PER TEAM				(Continued) Supervisor, Cost Unit Leader, Time Unit Leader, Compensation/Claims Unit Leader, and Procurement Unit Leader. 8. The IMT may include an Intelligence and Investigations Section Chief, based on incident needs. 9. The IMT may include technical specialists in specific areas, such as public health, access and functional needs (AFN), volunteer management, fire behavior, and more. 10. Both short- and long-team configurations typically include several discretionary positions and trainees. 11. The computer technical specialist is not a NIMS typed position.
PERSONNEL MANAGEMENT CAPABILITIES PER TEAM	Typically manages more than 500 personnel	Typically manages up to 500 personnel	Typically manages up to 200 personnel	Personnel criteria are flexible parameters for identifying the level of capability to manage the incident.
ELECTRONICS AND OFFICE EQUIPMENT PER TEAM	Same as Type 2	Same as Type 3	Electronic and office equipment commensurate with the mission assignment	The IMT needs resources to create, duplicate, and distribute an Incident Action Plan for each operational period, in addition to other Incident Command System (ICS) documents and forms.
PERSONAL PROTECTIVE EQUIPMENT (PPE) EQUIPMENT PER TEAM MEMBER	Same as Type 2	Same as Type 3	Appropriate Personal Protective Equipment (PPE), if necessary	1. PPE requirements are based on the position, the nature of the incident, and the environmental conditions experienced or expected. Not all positions require PPE. 2. PPE is mission specific and may vary by work environment; it includes protective footwear, protective clothing for skin exposure, eye and ear protection, respirators, gloves, and masks.
COMMUNICATIONS EQUIPMENT PER TEAM	Same as Type 2	Same as Type 3	Communications equipment commensurate with the mission assignment	The IMT arrives with or can order portable radios, repeaters, portable cellular towers, mobile communications units, mobile command posts, and other communications support equipment as necessary to provide communications for the incident.

COMPONENT	TYPE 1	TYPE 2	TYPE 3	NOTES
ADMINISTRATIVE SUPPORT SUPPLIES PER TEAM	Same as Type 2	Same as Type 3	Basic office supplies and electronics equipment necessary to support development and distribution of IAP, maps, and other mission needs for 72 hours of continuous operations	1. Office supplies are per section of the team. 2. Teams should use an established resource tracking system, such as T-cards or another inventory system.

NOTES

1. Nationally typed resources represent the minimum criteria for the associated component and capability.
2. The composition identified above represents the minimum personnel for a short-team configuration; additional personnel or resources may be necessary to meet the mission assignment, depending on incident complexity.
3. Requestor and provider negotiate the total number of positions on the team.
4. Personnel may be responsible for providing proof of qualification, such as an Incident Qualification Card or documentation from their AHJ.

REFERENCES

1. FEMA, NIMS 509: Incident Commander
2. FEMA, NIMS 509: Public Information Officer
3. FEMA, NIMS 509: Safety Officer
4. FEMA, NIMS 509: Liaison Officer
5. FEMA, NIMS 509: Logistics Section Chief
6. FEMA, NIMS 509: Operations Section Chief
7. FEMA, NIMS 509: Planning Section Chief
8. FEMA, NIMS 509: Finance/Administration Section Chief
9. FEMA, NIMS 509: Air Operations Branch Director
10. FEMA, NIMS 509: Situation Unit Leader
11. FEMA, NIMS 509: Resources Unit Leader
12. FEMA, NIMS 509: Communications Unit Leader
13. FEMA, NIMS 509: Geographic Information Systems Specialist
14. FEMA, NIMS 509: Geographic Information Systems Analyst
15. FEMA, NIMS 509: Facilities Unit Leader
16. FEMA, NIMS 509: Supply Unit Leader
17. FEMA, NIMS 509: Food Unit Leader
18. FEMA, NIMS 509: Medical Unit Leader
19. FEMA, NIMS 509: Ground Support Unit Leader
20. FEMA, NIMS 509: Ordering Team Leader, pending publication
21. FEMA, NIMS 509: Communications Technician
22. FEMA, NIMS 509: Air Support Group Supervisor
23. FEMA, NIMS 509: Air Tactical Group Supervisor
24. FEMA, NIMS 509: Cost Unit Leader
25. FEMA, NIMS 509: Time Unit Leader
26. FEMA, NIMS 509: Procurement Unit Leader
27. FEMA, NIMS 509: Compensation/Claims Unit Leader
28. FEMA, NIMS 509: Service Branch Director
29. FEMA, NIMS 509: Support Branch Direct
30. FEMA, NIMS 509: Documentation Unit Leader
31. FEMA, NIMS 509: Demobilization Unit Leader
32. FEMA, National Incident Management System (NIMS), October 2017

33. All-Hazards Incident Management Teams Association (AHIMTA), Interstate Incident Management Team Qualifications System (IIMTQS) Guide, May 2016
34. AHIMTA, Inter-state Mission Ready Package All-Hazards IMT Type 3, August 2014
35. National Interagency Fire Center (NIFC), National Interagency Mobilization Guide, March 2017